



# State of New Jersey

## DEPARTMENT OF EDUCATION

### Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

**Reference Number: DOE-046-22**

**Title:** Planning Associate 1  
**Range/Title Code:** P26/72623  
**Salary:** \$71,408.73 - \$101,588.61  
**Position Number:** 656077  
**Issue Date:** May 23, 2022

**Closing Date:** June 6, 2022  
**Core Hours of Operation:** 7:30 a.m. – 5:30 p.m.  
**Location:** Trenton, New Jersey  
**Division:** Division of Legal and External Services,  
Office of Legislative Affairs

**Description:**

Under direction of the Director, Office of Legislative Affairs, assists in developing short and long-term education and/or financial plans; assists in conducting analyses and evaluations of curricula and other education programs, surveys, needs assessments, and related research; assists in the establishment, maintenance, and evaluation of program and fiscal data related to state and federal aid, grant applications, and allocations; performs mandated regulatory functions; works with some independence in areas of assignments; does other related duties.

Examples of work include, but are not limited to: researching federal and state legislation and regulations that affect the Department of Education; updating senior staff on laws passed and how these laws impact departmental policy and procedure; monitoring the State Legislature for regulatory and legislative activity; supporting the Director in representing the Commissioner at meetings with federal, state, and local agencies and groups; and preparing testimony as needed.

**Requirements:**

**Education:** Graduation from an accredited college or university with a Master's degree in Education, Political Science, Public Policy, or related field.

**Experience:** Three (3) years of experience in education administration, planning, research, program evaluation, or finance.

**Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of college. Applicants wishing to substitute additional experience for the required Master's degree, must possess a total of six (6) years of combined education and experience, in addition to the required experience cited above.

**Open to the Following:**

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <https://info.csc.state.nj.us/jobspec/72623.htm>.

**Authorization to work:** selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations.

**Note:** The State of New Jersey does not provide sponsorships for work visas.

**Forward a cover letter and resume electronically to:**

[resume3@doe.nj.gov](mailto:resume3@doe.nj.gov) (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.